United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET  3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used			I. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPESITO29			
3. CLASSIFICATIO	ON ACTION: a. Refe	erence of Series an	d Date of Standards Used	to Classify this Posi	tion	C1 43	11021	
Official			b. Title		c. Pay Plan	d. Series	e. Grade	f. C
Allocation	5	Δ.	Δ.					
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Recommendation	Senior Advisor	to the Admin	istrator		ES	0340		-
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a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.					
OFFICE OF THE ADMINISTRATOR				g.				
IMMEDIATE OFFICE				h. Employing Office Location Washington, DC				
				i. Organization	Code	( A. & . & . K. )		
S. SUPERVISORY STATUS					1708	BUBBU		
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## SENIOR ADVISOR TO THE ADMINISTRATOR

## SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Administrator.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Serves as Senior Advisor to the Administrator. Provides informal advice concerning internal and external Agency policy efforts, receives internal policy briefings, and becomes familiar with relevant broad Agency policy issues.
- 2. Renders informal advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress.
- Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides informal advice to the Administrator on strategies to accommodate such developments.